

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



May 1, 2014

OTR NOTICE: 2014-04

OTR Identity Verification Program

During processing, the District of Columbia Office of Tax and Revenue (OTR) reviews tax returns for certain characteristics that indicate the possibility of identity theft. When these characteristics are found, the return is suspended from further processing and a notice is generated to the taxpayer. Once the taxpayer responds and verifies identity, the return is approved to continue processing.

Prior to March 12, 2014, the notice requested taxpayers to obtain verification from the Social Security Administration (SSA) of their Social Security Number (SSN), and to provide a shared secret from the previous year's return, if applicable.

Earlier this year, OTR learned that SSA would stop providing SSN verification letters effective August 1, 2014. As a result, the notice referenced above has been modified so that SSA verification is no longer required.

The new notice requests:

1. Please provide OTR with a copy of two of the following for verification purposes:

- Your current, valid driver's license issued during or before 2013
- A current vehicle registration certificate in your name issued during or before 2013
- A recent utility bill in your name dated during 2013
- Your apartment lease, if applicable, for 2013
- Your 2013 real property tax bill, if applicable
- Your employer-issued W-2 statements for 2013, if you filed an electronic return

2. Please provide the amount of adjusted gross income reported:

- On line 3 of your 2012 DC Individual Income Tax Return, if a return was filed:
\$ _____ (Enter amount)

Taxpayers responding to the earlier notice requesting SSA verification may substitute the information requested in paragraphs one and two above.

If there are any questions, please contact the Customer Service Administration at 202-727-4829.